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TO COMMANDERS FROM GENERAL ROSS

SUBJECT: POLICY ON CLOSING DOWN OPERATIONS

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1. IN ORDER TO STANDARDIZE PROCEDURES WITHIN OUR DETACHMENTS, THE FOLLOWING INFORMATION AND POLICY GUIDANCE IS PROVIDED.

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- A. FROM TIME TO TIME SITUATIONS ARISE, DUE TO HOLIDAYS OR FOR OTHER JUSTIFIABLE REASONS, WHEN DETACHMENT COMMANDERS FEEL IT IS DESIRABLE TO CURTAIL OR CLOSE DOWN UNIT OPERATIONS DURING CERTAIN PERIODS OF NORMAL DUTY. IT IS REALIZED THAT IN THE PAST SUCH DECISIONS HAVE BEEN INFORMALLY COORDINATED WITH THE HQS STAFF, PARTICULARLY IN THE CASE OF THE ZI DETACHMENTS.
- B. IN THE FUTURE, WHEN SUCH ACTION IS CONTEMPLATED
 THE DET CMDRS WILL SUBMIT TO HQS FOR ACTION APPROPRIATE
 MESSAGE WITH RECOMMENDATION TO SUSPEND OPERATIONS
 FOR A SPECIFIED PERIOD OF TIME TOGETHER WITH
 JUSTIFICATION.

2. THE ABOVE IS EFFECTIVE UPON RECEIPT.
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END OF MSG

NATHCHIAM E